

Summary Support and Paternity Act (SSPA) Pilot Outline

I. The Court Action Referral (CAR)

- a. Support Specialist gathers information necessary for a CAR.
- b. When CAR arrives, check for domestic violence to determine if initial meeting with both parties can occur, or if a meeting with just the Plaintiff is appropriate.
- c. Fill out statement form – do not do anything with it at this time.

II. The Meeting

- a. Schedule (if appropriate) a meeting between the parties, or with just one party.
 - i. Make sure the parties are able to attend.
 - ii. Allow them to attend by ZOOM.
 - iii. Make sure they understand and are able to attend; reschedule as needed. Attendance is the key.
- b. If both parties appear, or the Defendant appears but the Plaintiff fails to appear, complete steps c, d, and f. If the Defendant or both parties fail to appear, skip to III.
- c. At the meeting, explain what is happening in detail.
 - i. Make sure they understand this is the way things get done and it is not intended to pit parents against each other even though sometimes the language sounds that way.
 - ii. Explain rights.
 1. Rights to hearing
 2. Right to settle informally
 3. Right to participate
 4. Right to genetic tests in paternity
 - iii. Explain purpose of meeting is to try to settle everything
 - iv. Explain child support formula
- d. Conduct meeting
 - i. Find out whether there is parenting time
 - ii. Obtain economic information
 - iii. See what they agree to
- e. Agreement
 - i. If they agree on everything, prepare the order.
 - ii. If they agree on some things, prepare the relevant portions of the order, and set a date for a hearing.
- f. No Agreement
 - i. Issue statement form by placing date on it.
 - ii. Serve the defendant if in person meeting.
 - iii. Advise of next steps in process
 1. Provide any missing information
 2. Swab if necessary
 3. Advise they will be sent a recommendation.

- a. If they object, they get hearing.
- b. If they do not, they get an order.

III. The Complaint

- a. If no agreement and meeting not in person or Defendant does not appear, issue Statement and Complaint by executing it and filing with clerk.
- b. Mail the Statement and Complaint to Defendant by regular mail.
- c. If Defendant does not answer, send Complaint to process server.

IV. The Action

- a. If Defendant answers, attempt to settle.
 - i. If settle, enter order.
 - ii. If defendant provides proof that father has been excluded, dismiss.
 - iii. If no settlement
 - 1. Genetic tests if paternity establishment is needed
 - a. If 99%, establish paternity and go to 2
 - b. If exclusion, dismiss
 - 2. Gather economic evidence
 - 3. If paternity established, send recommendation for support
- b. If Defendant FATHER does not answer, default.
- c. If Defendant MOTHER does not answer, genetic tests.